



Planning & Building Department

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Requirements and Review Process for Corrections to Recorded Maps

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Applicability

After a final map or parcel map is filed in the office of the County Recorder, it may be amended to correct errors and omissions, such as the following:

- Correct an error in a course or distance
- Show a course or distance that was omitted
- Correct an error in the description of the real property shown on the map
- Indicate monuments set after the death, disability, retirement from practice, or replacement of the engineer or surveyor charged with responsibilities for setting monuments
- Show the proper location or character of any monument which has been changed in location or character originally was shown at the wrong location or incorrectly as to its character
- Correct any additional information filed or recorded pursuant to Subdivision Ordinance Section 17.04.180(d) if the correction does not impose any additional burden on the present fee owners of the real property and does not alter any right, title, or interest in the real property reflected on the recorded map
- Correct any other type of map error or omission that does not affect any property right, including, but not limited to, lot numbers, acreage, street names and identification of adjacent record maps

As used in this section, "error" does not include changes in courses or distances from which an error is not ascertainable from the data shown on the final or parcel map.

Application Process

All of the following items shall be submitted for an application for a certificate of correction or amended map:

- ___ Completed Planning Permit Application form
- ___ One copy of a draft certificate of correction or amended map, showing in detail:
 - The proposed corrections or revisions
 - The names of the fee owners of the affected real property on the date of the filing or recording of the original recorded map.
- ___ One copy of a title report for each parcel involved, dated within 30 days
- ___ One copy of the recorded grant deed for each parcel involved
- ___ Processing fee as established by City Council resolution

Draft certificates of correction and amended maps shall be prepared and signed by a registered civil engineer or licensed land surveyor. Draft amended maps shall conform to the requirements of Subdivision Ordinance Section 17.04.180 (Content and form of a final map).

The Public Works Director will examine a proposed certificate of correction or amended map within 20 working days of the application's submittal. In the event an application is incomplete, the Public Works Director shall return it within the same 20 working days to the applicant, together with a written statement of the changes necessary or additional information needed. The preparer may then make the required changes and resubmit the application to the Public Works Director for further consideration.

Review and Approval Process

The Public Works Director will examine a complete application for a proposed certificate of correction or amended map within 20 working days of the application being deemed complete. The Director will endorse a statement on it of his or her examination and certification if he or she finds that the correction or amendment is justified because one or more of the circumstances listed under the "Applicability" section above exist.

Approval Follow-Up

The certificate of correction or amended map certified by the Public Works Director shall be filed or recorded in the office of the County Recorder in which the original map was filed. A copy of the certificate of correction or amended map shall be provided to the Public Works Departments after its filing or recordation.

Applicants are strongly urged not to execute or record any grant deed until after the certificate of correction or amended map is officially certified by the City. Where development is taking place on lots involved in a certificate of correction or an amended map, the property owners are strongly urged not to execute or record any deed for the sale of any parcel until after the application is officially approved by the City.